Approved For F	Release 12001	1442/2011 W		14710 <b>5 8 5 5 7 1</b> 0014000200	)29-4
SUBJECT: (Optional)				Ž.	tonia
	CAREER	TRAINING	PROGRAM	M - JULY 1978 🚑	3./K/1/X
FROM:		EXTENSION	NO. 7/8-	-13/6	
Administration of CCC	]			DATE	1010
Administrative Offic				4 April 1978	
TO: (Officer designation, room number, a building)		DATE		COMMENTS (Number each comment to show from to whom. Draw a line across column after each co	
1. 6)4.0	RECEIVED	FORWARDED		7 m	
1. OA C	· · ·	]			
2.				Please note t	he attached
	and the second			the July 1978 ru	
3.				Career Training	Program. Plea
			2.5	submit your nomi	er than 24 Apr
4					
5.					
6.					jednosta m Paradja nasta
e o navenije se				Marketine and the second of th	
7.					
			i di		
8.					
9. 2 10 12 12 14 1 1	* 1 3 3 3 3 3 3				
			te de la	• • • • • • • • • • • • • • • • • • •	
10.					
12.					
	4 - 138 %				
<b>13.</b>					
14.		5			
				<u> </u>	
15.					

ohe-78-1316

MEMORANDUM FOR: Senior Training Officer, DDA

Senior Training Officer, DDO Senior Training Officer, DDS&T Senior Training Officer, NFAC Senior Training Officer, O-DCI

FROM:

Harry E. Fitzwater Director of Training

SUBJECT:

Nomination of Internal Applicants to the July 1978 Class of the Career Training Program

1. The Career Training Program is designed to give the young professional staff officer a broad exposure to the Agency's activities in order to help him or her become a more effective intelligence officer. Each class consists of formal classroom training, field exercises, and working assignments in analysis, operations, or other fields. The classes last from 9-12 months, depending on the Directorate to which the applicant is ultimately assigned (see attachments).

- 2. The next class of the Career Training Program will begin on 31 July 1978. To allow sufficient time for processing, Agency components should forward their nomination(s) of internal applicants, accompanied by supporting information and personnel file(s), to the Career Training Staff, Room 616, Chamber of Commerce Building, by 1 May 1978.
- 3. Internal applicants must have the same general qualifications as those considered from outside the Agency. They should be between 23-33 years of age, between grades GS-07-11, have at least a Bachelor's degree with a strong academic record, and possess good communication skills, an excellent job performance rating, and a strong commitment to the Agency. Nominating components should also consider what perspectives an applicant would bring to the Program based on Agency experience, and what the ultimate benefit to the Agency would be of the applicant's participation.

# Administrative-Internal Use Only

### Approved For Release 2004/12/22: CIA-RDP81M00980R001400020029-4

SUBJECT: Nomination of Internal Applicants to the July 1978
Class of the Career Training Program

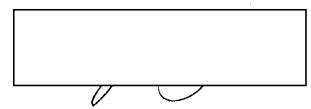
- 4. Any qualified candidate who wishes to be considered for the Career Training Program must have the sponsorship of his or her component. Sponsorship in this instance means that the component agrees to keep the person on its table of organization and to pay the candidate's salary during the course of the training period. If several individuals within a component express an interest in attending the CT Program, that component should screen the applicants to identify the strongest candidate or candidates. If the component wishes to sponsor more than one person, it should rank the individuals in order of their competitiveness. The Career Training Staff is available for consultation and advice during this initial phase of processing.
- 5. Once a component has identified the individual(s) it wishes to nominate for the CT Program, it must accompany the nomination and personnel file(s) with statements supporting the application and agreeing to sponsor the candidate(s) for the CT Program.
- 6. Nominating components, as well as the applicants themselves, should understand that the Career Training Staff in every case does not make the final determination of a candidate's acceptability. For example, DDO applicants to the Program must also receive the approval of the Junior Officer Board, or their designated alternates.
- 7. Components and applicants alike should also be aware that the Career Training Staff does not have the authority to arrange for personnel transfers among or within Directorates, nor can it assure permanent placement upon completion of training. The Staff can, however, facilitate such changes provided the individual's parent component agrees to release the employee and another component expresses an interest in hiring the person. The Staff will arrange the necessary interviews between the individual and a prospective gaining component provided that all parties are aware of and in agreement with the employee's request for a change in assignment.

## "Administrative-Internal Use Galy

## Approved For Release 2004/12/22: CIA-RDP81M00980R001400020029-4

SUBJECT: Nomination of Internal Applicants to the July 1978 Class of the Career Training Program

8. Any questions regarding the Program itself or application procedures relating to the July 1978 Class may be directed to members of the Career Training Staff on extension 3261.



#### Attachments

- 1 Projected July 1978 Class CTP Schedule
- 2 Projected Schedule July 1978 Career Training Class

STAT